

GSO CAREER SERVICE ACTIVITIES

16 November - 15 December 1953

1. Promotions processed within General Services Office 10
2. Employees released for transfer to other types of work in other CIA Offices 2
3. Employees requesting Agency approval to engage in non-CIA school courses secured on their own initiative, their own time, and at their own expense. 0
4. Employees who entered training courses at CIA expense or on CIA time. (See attached list)
5. Tours of our [REDACTED] 25X1A6a
Virginia, were conducted during this period for a total of eleven (11) Agency employees representing a total of two (2) different Offices.
6. A total of nine (9) CIA employees of other Offices were considered in connection with the assignment of GS Career Designations. However, three were military enlisted men who do not fall under the CIA Career Service Program, and all were engaged in other than GSO functions. Therefore, this Office did not concur in assigning GS Career Designations, but recommended referral to the appropriate career service boards presently having responsibility for the functions they are performing.
7. A list of questions which the members of the GSO Career Service Board wished clarified regarding overall Agency policy in connection with certain career service activities was formulated at meetings of the GSO Board held 2 and 3 December 1953. Such questions were forwarded to the Acting Deputy Director (Administration) under cover of a memorandum dated 4 December 1953.
8. In connection with 7 above, a memorandum to the Deputy Director (Plans) was also prepared, and, after having been discussed among and concurred in by all members of the GSO Career Service Board at a meeting held 3 December 1953, was forwarded for the signature of the Acting Deputy Director (Administration) on 4 December 1953. This memorandum requested a list of positions, including number, type, and location, whether departmental or overseas, which the DD/P regarded as support positions to be filled by persons nominated and furnished by the General Services Office.
9. A memorandum from the Acting Deputy Director (Administration) to the Administrative Office Chiefs dated 12 November 1953, in which the Acting DD/A advised that he had approved the recommendation of the DD/A Career Service Board that "administrative personnel accept assignments wherever

GSO CAREER SERVICE ACTIVITIES

16 November - 15 December 1953 (Continued)

the needs of CIA indicate and when so requested", was received. Inasmuch as the activities of the General Services Office are looked upon as primarily departmental, several questions were raised in our reply dated 18 November 1953. These included such questions as the overseas support required from GSO in connection with records management and printing and reproduction personnel, which are now apparently being furnished by [REDACTED] and TSS of OD/P, respectively; whether the same category of employee would be required to agree to overseas service throughout the Agency, i.e., tabulating equipment operators employed in OCD, as well as those employed in GSO; etc.

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[REDACTED]
Chairman,
GSO Career Service Board

25X1A9a

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GEO PERSONNEL WHO ENTERED VARIOUS TRAINING COURSES
ON CIA TIME OR AT CIA EXPENSE

(16 November - 15 December 1953)

25X1A9a

<u>Name</u>	<u>Present Title</u>	<u>Present Grade</u>	<u>School</u>	<u>Course</u>	<u>Dates Attended</u>
	Tab Project Planner	GS-9	IBM School Washington, D. C.	407 Advanced Tabulator	11/24/53 - 12/8/53
	Tab Project Planner	GS-7	"	407 Advanced Tabulator	11/24/53 - 12/8/53
	"	GS-9	"	407 Basic Tabulator	11/24/53 - 12/8/53
	Tab Equipment Operator	GS-4	"	407 Basic Tabulator	11/24/53 - 12/8/53
	"	GS-3	"	077 Collator	11/24/53 - 12/8/53
	Clerk	GS-4	"	077 Collator	11/24/53 - 12/8/53
	Tab Equipment Operator	GS-4	CIA Office of Training	Typing II	12/7/53 - 12/18/53
	Clerk Stenographer	GS-3	"	Advanced Shorthand	12/7/53 - 12/18/53

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